



## WELCOME

Welcome to Butterfly Garden Preschool and Child Care! I look forward to providing your child with the best possible care and to providing you with the best possible service.

I have been providing licensed childcare services since 1990 and have been recognized as "Provider of the Year" for Sacramento County. It is my belief that a child's parents and his/her childcare provider have a responsibility to work together as a team focusing on the common goal of what is best for the child. I am committed to this goal and am hopeful that together we can keep that foremost in our minds at all times. I have established a Parent Resource Library to refer to if questions or concerns arise. If at any time you have a question or comment, please feel free to let me know.

I have prepared this handbook to be used as a reference. In it, you will find copies of the contract you have completed, handouts from various sources (such as Child Action, the Food Program, newspaper articles, brochures, etc.), and information on the supplies that you will need to provide. I may give you additional information as it becomes available. **Please take the time to read over this handbook and sign the last page as receipt.**

At Butterfly Garden, I plan program activities that vary on a day to day basis. These activities will include High Scope 58 key experiences curriculum, CA Learning Foundations, creative art projects, outside play, reading, manipulative play, music, sensory, circle time, science, math, nature and garden activities, and just plain old fun. The toys offered in my program are carefully evaluated for fine motor growth, cognitive stimulation, and socialization aspects of your child's development and help them to become self-motivated life-long learners. At times the children may watch age appropriate videos or sing-a-longs. There are no PG-13 or R rated movies allowed, so please read the packaging before bringing your own videos to share at childcare. Also, for holidays, we have special projects and parties relating to the event (Christmas, Valentine's Day, Easter, etc.), which is always a special treat.

It is important for Butterfly Garden to provide your child with high quality care. In order to maintain this high quality, I frequently participate in professional development programs and college courses. Staff is certified in both CPR and First Aid for children. I am currently enrolled at Cosumnes River College and recently completed 3 units on Healthy and Active Preschoolers through Fresno City College. I have also attended three California Association for the Education of Young Children (CAEYC) conferences. More information on classes completed is available upon request.

In 1999, I received an award for completion of the National Association for Family Child Care's Accreditation Credential program. After successfully completing over three hundred items in areas such as Safety, Professional Responsibility, and Health & Learning Environments, I am proud that my childcare is one of the few accredited facilities in the area.

In addition, Butterfly Garden Preschool and Child Care was chosen to be "on tour" for four different events: CAEYC educational tours, Sacramento City College Child Development Teacher Program, and Child Action's "Slavic Project". We were also featured in the Home and Garden section of the Sacramento Bee for our gardening program.

**Besides participating in professional development programs, I may, on occasion be required to briefly tend to other business or personal matters at which time I will employ a certified assistant to work for me. I will adhere to the licensing requirement that requires me to be onsite 80% of operating hours per year. When using an assistant to fill in, I use the guidelines as required by State Licensing and often employ the same people I trust, consistently. Anyone, (including my husband, Matt Baker) assisting me in the care of your child has been cleared by all required agencies (including full investigative and fingerprinting reports).**

*My family time is very important to me, as yours is to you. That is why Butterfly Garden is open from 7:15 a.m. to 5: 15 p.m., Monday through Friday. Please see the contract for other information regarding hours of operation. In addition, you can most often reach me by telephone. In the event that I am unable to answer your call, there is an answering machine for Butterfly Garden and you can leave a message. I will return all calls at my first availability. If a message is left after hours or on the weekend, I will return your call by the next business day.*

Please know that your concerns or questions are extremely important to me. However, because the children will require my attention during working hours, I may not always have the time to sit down and talk to you on a one-on-one basis. If you need to speak to me about any issue that cannot be discussed because of time or distractions, I am always open to a formal conference or telephone appointment that can be set at a time that is mutually agreeable.

I genuinely look forward to the opportunity to provide quality childcare to your child and peace of mind to you, the parent. I'm hopeful that the experiences your child will have in my care will be positive and pleasant for all of us, and will do my best everyday to ensure just that outcome.

Sincerely,

Hally Baker/Butterfly Garden Preschool and Child Care

# It's A Child's World!

## Curriculum Philosophy

Authentic and meaningful experiences are key in building lifelong skills and understanding. Children learn best when they are engaged in child-centered activities, which foster social, cognitive, and emotional as well as motor abilities. At Butterfly Garden, we offer hands on learning activities promoting exploration and experimentation.

These activities are:

THEIR IDEAS  
THEIR WORK  
THEIR FUN

Sometimes a child's idea of decoration, beauty, and good housekeeping does not coincide with an adult's.

A child's imagination is great! Children can do wonderful things-paint the wind, dance like a leaf, and find joy and happiness in performing simple tasks. These are abilities that adults may have lost along the way.

Enter and return for a brief visit to the wonderful world of young children. Enjoy their enthusiasm for living and learning!

-Author unknown



## Enrollment Agreement

Hally Baker herein called "Provider", agrees to provide child care for \_\_\_\_\_ (First and Last name)  
Date of Birth \_\_\_\_\_ (month/day/year), herein called "Child" at the request of the "Parent" (will also stand to mean Guardian should the condition exist), at Butterfly Garden Preschool and Child Care, on the following terms and conditions.

### **FEE AND PAYMENT PROCEDURES**

Parent agrees to compensate Provider for childcare services or tuition at the rate of \$ \_\_\_\_\_ per (1<sup>st</sup> and 15<sup>th</sup> or 1<sup>st</sup> of the month) to be paid in advance before care is to be given. Payment must be received by closing time on the designated payment date or it will be considered late- and late fees will apply. If the payment date falls on a Saturday, payment must be submitted Friday. If the payment date falls on Sunday, the payment must be submitted on Monday.

Provider shall be entitled to charge a \$10.00 FEE PER CALENDAR DAY FOR ALL LATE PAYMENTS, including weekends. For example if payment is not received by closing on the Friday before service (if the payment date falls on Saturday), a fee of \$20.00 will be owed on Monday.

Provider shall be entitled to charge a \$35.00 fee plus bank fees for all checks returned unpaid. (If Provider receives three checks returned unpaid within a six month period, Provider may give immediate notice of termination or require all future payments to be made in cash.)

Provider shall be entitled to the above fees even if Child is not present at the childcare facility. If a parent takes vacation, or is off for summer months, tuition is still due in full to hold Child's spot.

Provider will notify Parent of any change in childcare fees 30 days before the new rate goes into effect.

At enrollment, a refundable deposit equal to one week's tuition is required in addition to regular tuition charges. This deposit will not be returned if the Child does not start childcare as agreed on the start date. The Provider will not reserve any spaces past thirty days. If wanting to reserve a space ahead of thirty days the space will need to be paid in full in order to hold it.

The Provider will charge a \$100.00 materials fee. Parent must pay the materials fee annually. This fee is non-refundable. This fee will be paid in full on January 1<sup>st</sup> or in 2 payments, \$50 January 1<sup>st</sup> and \$50 February 1<sup>st</sup>.

## **ADJUSTMENT PERIOD TERMINATION PROCEDURES**

**The first 30 days of the Child's attendance at the childcare facility shall be classified as an adjustment period.**

- If in the judgment of the Provider, the program is not a "good fit" for the child, the Provider shall issue a written termination notice. The termination date shall be twenty-four (24) hours notice after the Parent has received the written termination notice. The Parent will be solely responsible for alternate childcare after the expiration of said twenty-four (24) hour period. The Provider is not responsible for any personal items or articles previously brought to the child care and left after the termination date, unless otherwise agreed to by the Provider. It is the Parent's responsibility to make appropriate arrangements with the Provider to pick up all personal items within one week (1) of termination or items will be donated and/or disposed of at the discretion of the Provider.
- If, during the first 30 days, in the judgment of the Parent, the Child is not adjusting well to the program, the Parent shall issue a written termination notice of twenty-four (24) hours.

## **UNCONDITIONAL 24 HOUR NOTICE OF TERMINATION PROCEDURES**

- Provider may IMMEDIATELY terminate the contract of any Parent **WITHOUT A TWENTY FOUR (24) HOUR NOTICE** if the parent or child fails to refrain from dishonest, violent and/or threatening behavior to the Provider, Provider's family, and/or other enrolled participants. This includes, but is not limited to verbal and physical behavior.

## **PROVIDER'S TWENTY FOUR HOUR NOTICE OF TERMINATION**

Provider may terminate the contract of any Parent **WITH A TWENTY FOUR (24) HOUR NOTICE** for:

- Failure to pay childcare fees on time.
- Continued failure of a Parent to drop off and/or pick up Child at scheduled childcare hours.
- Failure of a parent to refrain from bringing an ill Child, or knowingly bringing a Child with something contagious to the facility. (i.e. head lice, vomiting, fever, rash.) Please see written infectious/contagious handout.
- Failure of a Parent, after telephone notification, to pick up an ill Child within thirty (30) minutes of contact.
- Failure to repair and/or replace property damaged by a Child or Parent.
- Failure of a Parent to ensure that payment checks are not returned with insufficient funds. Three checks returned within a six month period may require future cash payment or may result in a twenty four (24) hour termination at the Provider's discretion. Please note that a cash payment option is not guaranteed to reserve the Child's space, this is an option that the Provider may extend at her discretion.

**PLEASE NOTE: Parent is responsible for any unpaid childcare fees that have accrued up to the termination date, regardless of the reason for termination.**

## **TERMINATION PROCEDURE BY PARENT**

- The Parent may terminate this agreement at any time by issuing a written termination notice and providing the final month's payment. The termination date shall be thirty (30) days after personal service of said written termination notice to the Provider. The Parent is responsible for any and all fees that accrue up to the termination date before departure from the program.
- Parent may also immediately terminate this agreement by tendering an amount equal to one (1) month of advance fees to the Provider.
- If the Parent does not give a thirty (30) day notice when leaving, the Provider will only hold the Child's space for no more than thirty (30) days from the initial date of departure. The Parent is responsible for all scheduled weekly fees and late fees if payment is not remitted timely as explained in this contract, for the full thirty (30) day period. Please note that any fees left unpaid beyond a thirty (30) day period may require additional collection efforts including court related relief, and the Parent will be responsible for any court related costs, postage, process service, or other fees.
- If returning to child care within the thirty (30) day period, payment will need to be paid in full in advance before the Child can be returned to child care. If payment is not paid in full when dropping off at childcare, the provider will not be able to provide services to you.

## **ATTENDANCE OF CHILD**

Butterfly Garden Preschool and Child Care is open 7:15 a.m. to 5:15 p.m. daily. The schedule of hours for the care of your specific child is as follows:

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The parent understands that if the child is not picked up by the required time, the Parent will be charged an additional child care fee of \$1.00 for every minute that the Child remains at the child care facility after the time specified above. Late payment fees are due on the following day. Late fees will be paid directly to the staff member that was responsible for your child during this time.

Any additional hours after scheduled pick up times shall be subject to further pre-arranged agreement between the Provider and the Parent. Unless prior arrangements are made, the Child shall be picked up no later than 5:15 p.m. each day.

There will be no exceptions made for late pick up due to: working late, lack of communication with spouse or other person about pick up time, grocery shopping after work, getting a haircut, etc. Late is late, and all fees will be added as defined above.

The childcare facility closes at 5:15 p.m. daily. If a Child is still remaining at childcare at 5:30 p.m., the Provider will be forced to call other alternative contacts listed on the emergency card for pick up. If no one can be reached by 6:15 pm, the Police Department will be contacted.

## **ILLNESS/EMERGENCY PROCEDURES**

- If the Provider is unable to care for the Child due to the Provider's illness or emergency, and upon reasonable notification, the Parent shall be responsible for seeking alternative childcare for the time the Provider is unable to provide care. It is suggested that the parent pre-arrange a backup or alternative childcare option for these possibilities.
- If Provider provides child care of four (4) or more hours in a given day, and Provider then has an emergency or illness requiring you to pick up your Child, childcare fees will not be pro-rated.
- If the Child is ill, or has been ill within the preceding twenty-four (24) hours, the Child will not be allowed to attend the facility. (i.e. If Child vomits at 10:00 p.m. on Sunday; the Child will not be accepted at the childcare facility the next day.) If the Child becomes ill after his/her arrival at the childcare Facility, the Parent agrees upon notification of illness to immediately arrange to pick up the Child within thirty (30) minutes. (see Illness Policy)
- The Child may return to the childcare Facility following recovery from the illness when the Child displays none of the major symptoms of the illness suffered. If the Child is unable to participate in daily activities due to illness, the Child will need to stay home until all symptoms have passed and they can resume regular activities without restriction.
- Both the Provider and the Parent shall notify and advise each other of the diagnosis and/or prognosis of any illness suffered by either the Provider or the Child/Child's family. You **MUST** notify the Provider of any recent illnesses or exposures to prevent other children from becoming ill.
- The Provider has the right to request a note from the Child's doctor that states the Child no longer poses a threat of transferable illness to the other children at the childcare Facility, and a return date.
- For the sake of the child care and all other children at the childcare Facility, all immunizations proper to the Child's age must be given and is required by the State for care at this facility.

## **PROVIDER'S HOLIDAYS**

The Provider will not provide child care services on the following holidays:

NEW YEAR'S DAY

MARTIN LUTHER KING DAY

PRESIDENT'S DAY

GOOD FRIDAY

MEMORIAL DAY

INDEPENDENCE DAY

LABOR DAY

VETERAN'S DAY

THANKSGIVING DAY AND THE DAY AFTER (Also the Facility will close at 12:00 p.m. the day BEFORE Thanksgiving)

CHRISTMAS EVE

CHRISTMAS DAY

\*\*\*\*CHILD CARE FEES WILL NOT BE PRO-RATED DURING THE HOLIDAYS SPECIFIED ABOVE.\*\*\*\*

## **PROVIDER'S VACATIONS**

The Provider will be allowed to take Two (2) weeks vacation per year. The vacation time is paid. Payment is divided into the normal monthly rate. When the Provider takes vacation, no payment will be required if your child has been enrolled for at least 6 months. The Provider will provide the Parent with a thirty (30) day notice prior to scheduled vacation. The childcare Facility will not be open during this vacation period and the Parent will be responsible for providing alternative childcare during this time.

## **LIABILITY**

The Parent agrees to be responsible for any damages to the Provider's real/personal property, or to the personal property of another child under the Provider's care, caused by the Child. The Parent agrees to repair and/or replace said property promptly upon notification from the Provider.

The Parent agrees to indemnify and hold the Provider harmless from any and all liability for injury to or death of any person or child, including the Provider and employees of the Provider, arising from any act or omission by the Child or Parent, in or about the child care Facility or while under supervision/care by the Provider or employee of the Provider.

## **MISCELLANEOUS PROVISIONS**

Meals: Breakfast, lunch, and one snack will be provided at the Facility.

Special needs nutrition: These needs cannot be supplied by the Provider. The Parent must provide any necessary dietary needs that conform to a Doctor's approved guideline. With the exception of baby needs (formula, baby cereal, jar foods which the parent should provide), the Provider conforms to the stated guidelines of the Food Program, and Parent's should not bring any additional foods to the Facility. Please do not bring extra food, chewing gum, or candy to the Facility at any time. (see Nutrition Policy)

Diapers, wipes, and clothing: These items must be provided by the Parent in accordance with the requirements outlined in the "Parent Handbook".

Medications: These items must be provided by the Parent in accordance with the requirements outlined in the "Parent Handbook". Please do not leave medication in your child's bag for other children to access, please give daily medications directly to the Provider for safe keeping. Please note: this childcare Facility does not recognize Homeopathic medicinal practice.

Choking: Please do not bring small items in tote bag! (i.e. money, small toys, or anything else that can fit in a child's mouth and cause choking.) Please check your bag daily to ensure these items are not accidentally left in your bag.

Toys: Please leave all toys or other items that can get broken or fought over, at home. The Facility has plenty of toys and equipment for the children to share.

Butterfly Garden Preschool and Child Care contains only safe play equipment appropriate to the age of the children in the Facility. Walkers, bouncer seats, Exersaucers, Johnny Jump-ups, and other stationary infant items not approved by Family Child Care Licensing Division are not available and are strictly prohibited from being brought to the Facility for use.

**WAIVER OF BREACH**

A waiver, by the Provider, of any breach of the terms of this contract, shall not constitute a continued waiver or a waiver of a subsequent breach of the same or differing terms of this contract.

**MODIFICATION**

Any modifications of this agreement shall be in writing.

**AGREEMENT**

This agreement was executed on \_\_\_\_\_ at, \_\_\_\_\_ California.

I am aware that this contract is a seven (7) page contract and I agree to all terms and conditions as stated within this document.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Provider Signature  
8654 Winterfest Court Elk Grove, CA 95624



## Important Things to Know

### **A. Supplies**

#### SUPPLIES FOR INFANTS AND TODDLERS

The following lists include the necessary supplies that will need to be provided to Butterfly Garden for your infant or toddler's care.

#### Clothing (Seasonal):

- Coat
- Sweater/Jacket
- Extra play shoes
- Extra sets of Clothes (Shorts for Summer Underwear/Pull Ups)
- Mittens/Gloves Socks
- Winter cap

#### Other Items:

- Diapers
- Pacifier
- Wipes
- Formula
- Diaper Rash Ointment (signed form must be on file)
- Sun Block
- Bottles
- Baby Cereal
- Hair Brush/Comb
- Baby Food

\* Please label all foods and/or medications with your child's name. (All medications, both prescription and over the counter must have a signed form on file to be administered)

It is preferred that Diaper Bags be kept at home. Children love to get into their bags and take out or put in items that a Parent may forget to include or remove over the weekend. All items will be kept in your child's individual cubby. You will be notified, as your individual supplies get low.

## SUPPLIES FOR OLDER CHILDREN

The following lists include the necessary supplies that will need to be provided to Butterfly Garden for your older child's care.

### Clothing (Seasonal):

Coat

Extra play shoes

Sweater/Jacket

Extra sets of Clothes (Shorts for Summer, Underwear)

Mittens/Gloves Socks.

Winter cap

### Other Items:

Hair brush/comb

Sun Block

Hair Accessories

## **B. Ecology**

Butterfly Garden tries to do its part for the environment. We recycle steel and aluminum cans, plastic, glass, newspaper, other paper and cardboard items, and teach the children to do the same. We truly believe that we do not inherit the Earth from our parents but we borrow it from our children, and do our best to keep that in mind at all times.

## **C. Culture**

Butterfly Garden encourages all parents to participate fully in our program. One of the ways a Parent can do this is by bringing family culture to the children. Special foods, clothing, stories, books, pictures, holiday, and music are welcome to be shared with the children. Please discuss anything you would like to bring to the Facility with me ahead of time, so that I can plan for it on a special day.

## **D. Equipment**

Butterfly Garden provides the following items:

- Age appropriate toys
- Changing table
- Nap pads
- Cups
- Bibs
- Booster chairs
- Outside play items
- Baby utensils
- Blankets
- High chairs
- Portable cribs
- Swing for Infants

## **E. Hygiene/Miscellaneous**

Butterfly Garden does not comb and/or brush children's hair using the Provider's own personal hairbrushes and combs to minimize any contamination and decrease the spread of lice within the Facility. As a result, each family must provide their own hair items.

Also, at the time of enrollment, I ask that you please supply an extra pair of shoes to be kept at the Facility. This avoids having their good shoes soiled by outside play, and keeps an extra on hand in case of an unplanned event. I have found that babies love the outside too, so they will also need additional shoes/appropriate clothing for the season.

In addition, I encourage you to please label your child's clothing. We are not responsible for items that get sent home with the wrong family if not labeled with your Child's name. If children do not have back up clothes and supplies and the Provider has nothing that we can use as a back up, the Parent will be called to pick up their Child from the Facility.

## **F. Confidentiality**

Butterfly Garden is sensitive to a family's need for and right to privacy. However, there are times when I will need to know about changes in your Child's environment at home so that I am prepared to deal with any related behavioral changes. These include, but are not limited to: sleeping and/or eating patterns, toileting, job changes, family travel, family visitors, changes in parental relationships, and moving to a new home/neighborhood/school. Changes to routine can affect your Child's interaction in the childcare environment.

## **G. Program Discipline and Common Problems**

When caring for multiple children, problems such as biting, fighting, name-calling, etc. will occur. Butterfly Garden does not believe in "Corporal" punishment, and may not, by law, practice this discipline method on any child. We practice the redirection and the "Rest" method of discipline. Many of the children that have been and continue to be in our care have benefited from this more passive form of behavior modification as it teaches them that violence is not the way to solve their problems and allows them an opportunity to think about other ways they can handle the situation, which is discussed after their time alone.

## **H. Emergency Policy**

- **Emergency Cards**  
Every Parent will be required to complete an Emergency card for their Child(ren). This will allow the Provider with direct contacts to the Parent/Parents as well as back-up individuals who can be contacted regarding the Child in special situations.  
Please keep this card updated with current information at all times. Back up individuals will be called when a parent can not be reached.
- **Emergency Procedures**  
If the Provider must accompany a child for Emergency care, there are many trustworthy sources from which to call upon as back-up care for the other children until parents can be notified or a substitute can arrive. The Provider's husband, Matt Baker, may also be available to assist if there is an emergency and the Provider must leave the Facility. If the Provider is ill and cannot run the Facility, she will try to hire a back-up caregiver.  
Parents are also responsible for a secondary back up for their children if the Provider cannot find an alternative back up due to emergencies and/or illness.
- If Authorities should require the evacuation of the Facility during day care hours, the Provider will try to reach Parents, before leaving the Facility, if possible, to notify them of the location of the recommended shelter or evacuation site. If unable to reach the Parent before leaving the Facility, the Provider will call from the determined site to make arrangements for you to pick up your Child.

## I. Butterfly Garden Illness and Medication Protocol

- Butterfly Garden is licensed to provide childcare to those who are in good health only. To protect your Child and the health of other children, please help prevent illnesses. If your Child is not well enough to participate in daily activities, has a fever, diarrhea, vomiting or if he/she has a contagious condition (such as pink eye, head lice, chicken pox, strep throat, etc.) he/she should stay home to receive more individual attention. Every morning I do a health check. Parents needs to come in to the Facility for at least two minutes every day so this can be done. After allowing at least twenty-four (24) hours to pass before returning from an illness, I will need to do a health check and ask a few questions before you leave. Your Child cannot return to the Facility with a fever and should not be medicated with a fever reducer such as Tylenol to return before they are truly well. This puts other children and the Provider's family at risk of becoming ill which could lead to prolonged illness in the childcare, which may lead to a temporary closure of the Facility. Since we go outside every day unless the weather is very severe or raining, if your Child is too sick to go outside, he/she is too sick for childcare. (Please see posted examples)
- If your Child becomes ill or injured at the Facility, you will be called immediately. You must arrive to pick up your Child within **thirty (30) minutes** of notification. If you cannot be reached within a reasonable amount of time depending on the severity of the notification, attempts will be made to contact someone from your Emergency card or back-up list. The first person reached will be notified of the situation. If the issue is not critical, as soon as you can be contacted we can discuss how soon he/she needs to be picked up and other relevant information worked out. If parents do not pick up their ill child as requested, a warning letter will be sent home.
- When a child becomes too ill to participate in activities while in care, the child will be isolated from other children until the child is picked up. Please do not leave your Child at the Facility for more than 1/2 hour as we do not have extra teachers on a daily basis to assist in keeping the children separated to minimize the illness spreading.
- If your Child has visible injuries at drop-off, receives any injury, or has been exposed to any contagious condition while at the Facility, you will receive a report to sign at the time you pick up your Child. Butterfly Garden has a twenty-four (24) hour window to post an exposure notice or provide you with a copy of an injury report. Please mention any illness or injury at the time of drop-off for that day. Any unusual findings will also be noted and reported to you. Please note the Provider will call you if not told about an injury that the Provider is not sure about. As required by law, this Facility must report any suspected child abuse to CPS, so it is imperative that you discuss anything unusual regarding your Child.

- Any time Butterfly Garden is asked to give medication to a child while under our care, directions must be given in writing. The medication must be in the original bottle, and the medication slip must be filled out for that day.
- If your Child is on medication that needs to be administered at certain times of the day (i.e. over the counter medication, seizure medications, asthma, antibiotics, etc.) please inform the Provider. If medication is to be administered four (4) times a day or more, please ask your doctor to direct your pharmacist to provide a Child Care bottle of the medication (containing only the amount equal to the doses to be administered while at the Facility). This way, the medication will not be left either at the Facility or at home, preventing appropriate dosing.

PLEASE NOTE: All immunizations must be up to date.

#### **J. Parking Policy**

- Please use the driveway or street when picking up. Please DO NOT park behind cars in the driveway, double park or park illegally.
- Please DO NOT leave your car running while dropping off or picking up.
- DO NOT block the neighbors driveways or use their driveways.
- If parking is a problem, please pick up promptly so other's can use the driveway. If you need to wait for a spot, please wait on the street until a spot is available.

#### **K. Door Policy**

Please DO NOT walk in unannounced. Please knock and wait until the door is answered. It frightens the children and staff when the door opens without notice.

# Butterfly Garden

## Photo Consent Form

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

I hereby grant permission for photos and video recordings to be taken of my child during daily instruction and other program related activities. I authorize Butterfly Garden to use my child's photos or video recordings on it's website, Facebook page or in printed materials without further consideration, and I acknowledge the right of Butterfly Garden to crop or treat the media at it's discretion.

I DO NOT grant permission for photos and video recordings to be taken of my child during daily instruction and other program related activities for the purpose of use on it's website, Facebook page or in printed materials.

Parent/Guardian Name: (Please Print) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_



## Sunscreen Permission Form

Date: \_\_\_\_\_

Name of Child: \_\_\_\_\_

As the Parent or guardian of the above child, I give permission for staff at Butterfly Garden Preschool and Child Care to apply a sunscreen product of SPF 45 or higher to my child, as specified below, when he or she will be engaging in outdoor activities. (Usually during the months of April through September and between the daily times of 10:00 a.m. and 4:00 p.m.)

I understand that sunscreen may be applied to exposed skin, including but not limited to the face, tops of ears, nose, and bare shoulders, arms, and legs.

Additionally, I have checked and/or indicated below my directives regarding the type and application of sunscreen:

The staff of Butterfly Garden Preschool and Child Care may use the sunscreen of their choice, in keeping with applicable federal and state standards, except for the following (if specified):

The staff of Butterfly Garden Preschool and Child Care have permission to only apply a specific type of sunscreen that I will provide for my child. The bottle is clearly labeled with his/her name. \_\_\_\_\_

For medical or other reasons, please do not apply sunscreen to the following areas of my child's body: \_\_\_\_\_

Every effort is made to ensure repeated sunscreen applications. We recommend that parents provide a first application at home before coming to the Facility. To ensure full protection, we also recommend that children be sent with lightweight long pants, a long-sleeved shirt, and a brimmed hat.

Parent/Guardian's Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

# Child Care Nutrition Policy

## Policy Statement

Here at Butterfly Garden we are committed to your child's health. By implementing a nutritionally sound and enriching diet for your children, we are able to provide the best possible nutrition environment. Children who establish healthy habits at a young age greatly reduce their risk for developing many serious diseases later in life. Butterfly Garden has developed the following childcare nutrition policies to encourage the development of good habits that will last a lifetime. In addition to eating well, we also encourage physical activity as an important part of a healthy lifestyle.

## Child Care Nutrition

Butterfly Garden follows the childcare nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food Programs) for all the foods that we serve. To provide a healthy and balanced diet that includes many different types of fruits, vegetables and whole grains as well as limits to foods and beverages that are high in sugar, and/or fats. Our nutrition policy includes the following:

## Healthy Beverages

We offer skim or one percent fat milk to children two years or older. We do not offer juice of any kind.

We ensure that water is available to them at all times, as well as served daily with every snack time.

## Why Not Juice?

Juice does not replace or match the benefits of consuming whole fruits and veggies. Fruit juice lacks the fiber contained in whole fruits and veggies, and too much juice results in diarrhea, under nutrition, or tooth decay. Not only does juice consumption of other healthy liquids like water. It is proven that many children "do not eat breakfast and get at least one-third of calories from snacks. Sweetened beverage intakes (including juice) contribute significantly to total caloric intake and/ or supplant the intake of foods containing essential nutrients.

## Fruits and Vegetables

We serve fresh fruit at least twice a day.

We offer a vegetable (other than white potatoes) at least twice a day.

We vary the kinds of vegetables we serve with our meals daily, such as dark green vegetables, red/purple/orange fruits and vegetables, beans and peas (legumes), starchy and "other" vegetables.

## Proteins

A variety of different proteins will be served weekly, including legumes, cheese, eggs, fish, poultry and meat.

Only real cheese will be served, no processed cheese or cheese-like foods

## **Fats and Sugars**

We do not serve high fat meats such as bologna, bacon, sausage, etc. Fried or pre-fried vegetables are limited to at most twice a month.

We do not deep-fry foods on site to serve to children.

We limit sweet food/sweet-baked goods to no more than once a month, and ensure that on the occasions they are homemade from scratch.

## **Grains**

We serve whole grain foods at least three times a day, and substitute other grains for whole grains as much as possible.

We serve whole, enriched or fortified breakfast cereals with no more than six grams of sugar per serving.

## **Mealtime Environment**

We serve every meal and every snack family style, with staff sitting with children, eating the same food and modeling healthy eating and good etiquette.

We allot adequate time for children to eat their meal or snack. We practice Ellen Satter's Division of Responsibility principles Nutrition Education.

We provide healthy nutrition education experiences for the children regularly (at least two to four times monthly)

We depict, in our classroom environment, images of healthy foods on posters, in storybooks and on other materials.

We teach them about different kinds of foods during class circle time, and directly ask them open-ended questions about their own eating habits to encourage them to think about their diets and encourage healthy eating.

## **Celebrations**

From birthday, parties to holidays there are many opportunities for celebrations in our childcare. In the event that your child's birthday is coming up, and you wish to bring a treat to celebrate, we ask that you bring a health conscious snack that is discussed and approved by staff ahead of time. We also ask that you bring enough for everyone and we encourage that the treat you do bring is homemade.

## **Garden-Enhanced Nutrition Education**

We provide enriching garden experiences for children as well as an edible outdoor garden that includes many potted flowers, many planted vegetables (such as celery, tomatoes, lettuce, beets, peppers, kale, leeks) and fruit trees.

The children are able to interact and help with the garden by watering it daily, helping plant, and the tending and picking of the vegetables and fruit.

Children are also able to help wash and eat the food produced from the garden. With planting, we teach: Math, colors, shapes, textures, sizes, weight.

### **Physical Activity**

We provide opportunities for unstructured physical activity for at least 60 minutes everyday, as well as provide structured physical activity for at least 60 minutes a day. We integrate physical activity into school readiness activities and ensure that children are not sedentary for more than 60 minutes at a time.

We encourage the children to participate in physical activity by doing it with them and demonstrating proper technique.

We limit screen time viewing to no more than 3 times a month (on the occasion that we do, we make sure it is an educationally rich program. Educational food demos. G rated healthy eating.)

### **Professional Development**

We commit to attending professional courses and or workshops in the area of nutrition, gardening and/or physical activity at least once a year. U.C. Davis extension classes.

### **Partnerships**

We are committed to collaborating with families as well the community to support a healthy eating and physical environment at the site.

We also commit to keep the families of the children involved in the nutritional work we do here at Butterfly garden through newsletters, recipes and nutrition education events. We encourage collaborating with Davis Ranch on volunteering of harvesting for homeless shelters.

### **Weekly Menus**

Our weekly menus are carefully planned with our childcare nutritionist to ensure the nutrition guidelines are followed at every meal. Each menu is designed to provide a wide variety of nutritious foods that differ in color as well as texture and shape as to encourage children to try new foods and encourage for a well-balanced, well-versed palette. All of our childcare menus include foods that are culturally diverse and seasonally appropriate. We also like to include children & families' favorite recipes into our meal planning.

Menus are rotated on a weekly basis to provide the children with a balance of variety and familiarity. Menus are also adapted to incorporate local and fresh in-season produce when available.

### **Role of Staff in Nutrition Education**

We are committed to providing educational opportunities for children to learn about nutrition at least twice a week, during circle time or mealtime.

To be a positive role models for healthy eating habits and good manners in front of children during mealtime.

### **Things We Do Not Implement and Why**

Foods and beverages high in sugar such as juices, pastries, high sugar cereals (donuts, pop tarts, candy, cookies, etc.) for they only provide empty, non-nutritious calories, contribute to tooth decay and get them into the habit of making poor food choices. We do not give food or revoke food as a reward/punishment system, for it encourages them to associate good behavior with treats and have an expectation for treats. Processed foods in general will be limited, as well as foods with hydrogenated fats and/or oils or high fructose corn syrup. We also do not allow toys at the table during mealtime for it distracts the children from eating well. Meals should and will only take place at the table, children will not be allowed to walk around with food or drinks and toddlers will not be allowed to walk around with bottles or sippy cups.

### **Things We Encourage and Why**

We do buy organic and locally grown foods as much as possible as to avoid genetically modified or otherwise altered foods. We do encourage children to eat or at least try all their food to help them become more acclimated with foods they would otherwise avoid. We do try to teach them proper cutting, drinking and cleaning up methods during mealtime by being positive examples. We do ask that they remain seated and wait for their friends to finish eating before they are excused to encourage and practice patience, good manners and the consideration of others. We encourage group discussion about the meal at mealtime, and try to answer all questions children might have as to what the food is, how it was made, or where it comes from. By doing this we hope to educate the children to always be conscious about what they put into their bodies and mindful of the effort that goes into preparing their food. We also try to make as many of our meals from scratch, avoiding processed/genetically-modified ingredients as to preserve the integrity of each meal we serve here. We also provide water at all times, for water is an important part of flushing the body of toxins and keeping it healthy and hydrated. Special dietary needs and food allergies or will be respected. Weekly menus will be changed so children with food allergies can eat at the same time as the other children

### **Foods Brought In**

In addition, we also ask that you do not send them to childcare with candy, chewing gum, muffins, cupcakes, pop tarts, juice, donuts, yogurt, bags of food, or other treats to eat during daycare or to share with friends. Please do not drop them off after eating such treats for breakfast, for it starts your child off on an unhealthy note for the day and discourages them from eating the healthy, nutritiously conscious food options provided here. Breakfast is one of the most important meals. We strongly urge you as well to implement healthy food choices at home and continue to encourage your children to eat well and try new things. Fruits, Vegetables, lean meats, whole grain starch, and milk. Menu planning works very well for families as long as everyone is eating the same menu. It is suggested, that we do not cook for our children different from what we are eating. If your child does not eat, what is offered it is best NOT to substitute another food but to let them eat at *next mealtime*.

# Butterfly Garden

## PARENT HANDBOOK RECEIPT

Dear Parent(s)/Guardians,

We welcome you and your child to our program.

The handbook you have received will answer many of the questions you might have about our policies and procedures. Please read the handbook carefully. If you have any questions or concerns, please ask!

Please return this page, along with your other enrollment forms, after all parents/guardians have signed below. By signing you are acknowledging that you have received the Parent Handbook and that you have read through it.

Thank you for choosing us to care for your child.

Date: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Parent Signature: \_\_\_\_\_